

CHECKLIST FOR FALL SRI AND CERTIFIED ENROLLMENT

General Student Information Management

- Print off/save to desktop Data Dictionary and Addenda for 2014-2015
 - <https://www.educateiowa.gov/data-reporting/student-reporting-iowa-formerly-easier>
- Enroll students with their status as of Day 1, Fall 2014
 - Within district transfers, end/change enrollments are needed only AFTER the school year started

Resident Students Attending your District

- Do all of the students your district serves show up on your SRI Enrollment < All Students report?
 - If no – are they in your SIS? Have they been somehow excluded from state reporting? Do they have the correct birthdate? Correct Entry code?
 - *NOTE: not all students will carry onto certified enrollment, but this is a good place to start checking that all students are in your system*
- Do you have students in shelter care? Detention Centers? Consortium Programs?
 - If yes, make sure these students are reported as actively enrolled with you (NOT exited), with the respective service provider (if applicable) and service type
- Do you have 5th year seniors in programs completing their IEP goals?
 - If yes, make sure these students are reported as actively enrolled with you (NOT exited) with the respective service provider and service type
- Homeschooled Students: Have any families filed a Form A with your district this fall?
 - If yes, make sure they are in your SIS accordingly.
- Do you have CPI dual enrolled students (Grades 9-12) and/or non-public shared time students coming into your district to take courses?
 - If yes, make sure these students are in your SIS with the correct entry code and FTE and scheduled into those courses

Resident Students Attending Another District

- Do you have Open Enrolled Out/Tuitioned Out and/or WGS Out students?
 - If yes, be in communication with the attending districts of these students to ensure they have the correct resident district and county

Non-Resident Students Attending Your District

- Do you have Open Enrolled In, Tuitioned In, and/or WGS In students?
 - If yes, double check entry code, resident district, and resident county of those students
- NOTE: If you have Open Enrollment papers, the student is coded as OE (regardless of IEP status)

Preschool Students

- Does your district have a preschool program?
 - If yes, make sure that all PK students are in your SIS with the appropriate funding source indicated
 - REMINDER: Your district is responsible for maintaining attendance on all enrolled students INCLUDING PK students
- Do you have an Early Childhood Special Education Classroom?
 - If yes, make sure to report the session ID as indicated on the Early Childhood Application
- Do you have a SWVPP?
 - If yes, make sure to report hours per week and the session ID as indicated on the Early Childhood Application
- Do you have off-site PK buildings to house your SWVPP students?
 - If yes, make sure those students are in your SIS with the appropriate entry code and funding source(s).
 - REMINDER: Your district is responsible for maintaining attendance on all enrolled students INCLUDING PK students

Limited English Proficient Students (ELL)

- Do you have students in an ELL Instructional Program?
 - If yes, make sure these students are reported with the respective ELL status and related elements
- Do you have ELL students that have been being 'transitioned' out of ELL instruction for more than 3 years?
 - If yes, you may want to re-evaluate and possibly exit the student from ELL

Supplementary Weighting

- Do you have students (including homeschooled and non-public share time students) taking **concurrent enrollment courses** in the fall?
 - If yes, make sure the students are scheduled into those courses and those courses have a section FTE reported
- Do you have **students coming from other districts to take courses with you (non-WGS)?**
 - If yes, make sure the students are in your SIS with the entry code '16' and the correct Accountable District
 - Secondly, make sure those students are scheduled into those courses and those courses have a section FTE reported
- Does your district **share a teacher with another district** (for which you do NOT hold the contract)?
 - If yes, make sure the courses taught by that non-district teacher are scheduled in your SIS with a section FTE reported
 - NOTE: this does not apply if the shared teacher is part of a WGS arrangement, teaching shared grade levels

If you have any questions, contact an SRI Consultant:

Margaret Hanson (515) 281-3214 margaret.hanson@iowa.gov

Rachel Kruse (515) 281-4153 rachel.kruse@iowa.gov

Gary Kirchhoff (515) 281-6278 gary.kirchhoff@iowa.gov